

Custodial, Labor and Trades Branch
Labor and Trades Supervision Group
Automotive Mechanic Series

AUTOMOTIVE TECHNICIAN SUPERVISOR

03/95

Summary

Under general supervision, supervises and performs skilled work repair of heavy and light gasoline and diesel powered automotive and related equipment; and performs related work as required

Typical Duties

Supervise and assigns the work of a small automotive shop or a section of a large shop; inspects equipment and assigns jobs to mechanics on parts to be repaired or replace; inspects work in progress to see that repairs and replacements are properly made and that units are satisfactorily assembled; makes hop and road tests of equipment repaired before returning it to service; advises and instructs mechanics and performs highly skilled work on diesel and gasoline motors and accessories; requisitions repair parts, tools, and supplies as required; maintains records and prepares reports; supervises, trains, and evaluates assigned personnel; enforces established safety practices and procedures.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. and at least five years experience in the repair of automotive equipment, including at least one year of experience at the level of an Automotive mechanic II; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the practices, methods, tools and equipment of the automotive and diesel mechanic trade; considerable knowledge of the operating principles and mechanics of internal combustion and diesel engines; considerable knowledge of the occupational hazards and safety precautions of the trade; some knowledge of supervisory practices and procedures; good knowledge of computer controlled engines and equipment; good knowledge of air conditioning service and repair; good knowledge of the theory of hydraulics.

Ability to operate diagnostic equipment; diagnose automotive malfunctions; ability to read and understand automotive maintenance manuals; ability to follow and issue written and oral instructions; ability to estimate time and materials needed for automotive repairs; ability to plan assign, supervise and inspect the work of subordinate employees; ability to establish and maintain effective relationships with employees, officials and the general public; ability to maintain records and prepare reports.

Skill in the care and use of the tools and equipment of the trade.

Licenses and Certificates: Class "B" Commercial Driver's License.

Physical Requirements: Mobility within an automotive repair shop; test drive automotive equipment within the repair yard and/or on City streets; subject to call during non-working hours.

Special Requirement: Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares, {or positions of a safety sensitive nature within Mass Transit}, are subject to federal drug and alcohol testing regulations, which include preemployment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Director of Personnel

Department Head